



Request for City Council Committee Action from the Information Technology Department

Date October 29, 2013

To: The Honorable Betsy Hodges, Chair, Ways and Means Committee

Subject: Request for Proposals for Human Resources Information System
Upgrade as part of the Enterprise Resource Planning Program

Recommendation: Authorize proper City officials to issue a Request for Proposals for
IT professional services

Prepared by Elise Ebhardt, Interagency Coordinator, 612-673-2026

Submitted by Beth Cousins _____, 673-2820
Deputy Chief Information Officer

Approved by Paul Aasen _____
City Coordinator

Presenter in Committee Randy Mikkelsen

Policy Review Group X Not Applicable

Permanent Review Committee (PRC) X Pending approval

Prior Related Directives:

Financial Impact: None. No additional appropriation is required.

Financial Impact (Check those that apply)

- X No financial impact (If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- X Request provided to department's finance contact prior to the Committee Coordinator

Background/Supporting Information

The City of Minneapolis has begun an Enterprise Resources Planning Program to upgrade and improve the City's Human Resources and Financial systems along with the related reporting systems.

The City's Information Technology Department (IT) requests authorization to issue a Request for Proposals (RFP) for IT professional services needed to complete one project within this program, the Human Resources Information System (HRIS) Upgrade Project. The IT professional services for the project will be required for about one year, and the RFP will be released following the approval from the City's Permanent Review Committee.

The HRIS Upgrade Project will enable the City to be on a newer and better supported version of its Human Resources system and provides more functionality and efficiencies for the City. The upgraded system will allow better integration with the City's financial and reporting systems, and includes functionality called Work Centers which allows Human Resources to create better work flow. Also included are: an Enterprise Search function for more easily finding data, additional self-service options and Pivot Grids for easier data analysis.

A separate request for authorization to release an RFP for the City's financial system (COMPASS) Upgrade Project will be submitted to the City Council in the near future once the project scope is finalized.

Request for Approval

IT requests authorization for proper City officials to issue a Request for Proposals for IT professional services for the HRIS Upgrade Project.

Funding for these services is included in the Human Resources Department's existing budget, including rollover funds; no additional appropriation is required.